

Module 3:
Overview of Cost and
Reimbursement
Comparison Schedule
(CRCS)

Module 3: Overview of CRCS

CRCS - Training Objectives

Participants will:

- Understand the requirements of the CRCS and why the CRCS is required annually
- Identify the updates made to the CRCS forms/instructions
- Understand the roles and responsibilities of the LEA and DHCS (including Audits and Investigations)
- Understand where to locate additional information to answer future questions

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CRCS - What is the CRCS?

- A required annual reconciliation of LEA costs to reimbursements
 - Calculates the difference between Medi-Cal estimates for costs incurred by LEAs for providing services and Medi-Cal reimbursement received during the fiscal year
 - Continued enrollment in the LEA Program is contingent upon CRCS submission
- Results in a “difference” owed to/from the LEA

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CRCS - Completion of the CRCS Packet

- LEAs compile cost data and information on practitioner hours using SACS and/or payroll data
- CRCS instructions provide detail on how to complete and submit the cost report
- Upon signing the certification, the LEA has completed its portion of the CRCS
- DHCS will complete its work on the CRCS after it is submitted by the LEA, eventually resulting in a cost settlement

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CRCS - Schedules

- A complete CRCS packet currently includes:
 - LEA Identification, Summary of Payments and Certification Worksheet
 - Worksheet A: IDEA Services
 - Worksheet B: Non-IDEA Services
 - Worksheet A-1/B-1: Other Costs
 - Worksheet A-2/B-2: Contractor Costs and Hours Paid
 - Worksheet A-3/B-3: Percent of Time Providing Medi-Cal IDEA and Non-IDEA Services

<SUBJECT TO AUGMENTATION>

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CRCS - Additional Resources

- Additional guidance on SACS (including field descriptions, valid codes and combination tables) is available at <http://www.cde.ca.gov/fg/ac/ac/>
- Questions about the CRCS may be emailed to dhsailea@dhcs.ca.gov
- CRCS training DVDs are available by e-mailing LEA@dhcs.ca.gov
- LEA Program information can be found on the LEA website at:
<http://www.dhcs.ca.gov/ProvGovPart/Pages/LEA.aspx>

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CRCS - Updates

- Forms generally unchanged
 - Instructions have been added to the form itself
- Upcoming deadlines
 - 2006/07 CRCS: LEAs should be prepared to submit practitioner costs and hours by June 1, 2009
 - 2007/08 CRCS: LEAs should be prepared to submit practitioner costs and hours by August 1, 2009

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CRCS - Roles and Responsibilities of LEAs

Upcoming LEA Responsibility

Reporting and documenting:

- Costs
 - Salaries
 - Benefits
 - Other costs, including materials, supplies, equipment, travel, contractor and communication expenses
- Practitioner work hours

Allowable costs and hours must be associated with the direct provision of health services

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CRCS - Roles and Responsibilities of LEAs (*con't*)

- LEAs will be responsible for:
 - Providing information in the unshaded portions of the CRCS worksheets
 - Compiling and maintaining documentation that supports the CRCS
 - Certifying relevant information
- The information provided by the LEA in the CRCS will be used in the State's reconciliation process

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CRCS - Roles and Responsibilities of DHCS

DHCS Responsibility

- Summarizing the interim reimbursements paid to LEAs and units of service provided, based on the paid claims data
 - Intend to send to each LEA
- Review of CRCS forms received for completeness

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CRCS - Roles and Responsibilities of DHCS A&I

- Audits and Investigations (A&I) is responsible for reviewing LEA's CRCS forms
 - A&I will complete desk or field audits on LEA CRCS forms
- DHCS will compare Medi-Cal paid claims reimbursement to audited LEA costs to calculate overpayment or underpayment

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CRCS - FAQ #1

What happens if my LEA owes money after the reconciliation process is complete?

Your LEA will not need to issue DHCS a check. Any funds owed to the State will be withheld from future claims. If the State owes the LEA money, a check will be issued for the amount due to the LEA.

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CRCS - FAQ #2

How long does the State have to complete the reconciliation process?

DHCS will complete the final settlement no later than three years from the date that the CRCS is submitted.

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CRCS - FAQ #3

What time period should my LEA collect costs/hours information for when completing the CRCS?

LEA information will be based on the costs incurred and hours worked within the CRCS reporting period. For example, for the FY 2008/09 CRCS, the LEA practitioner costs and hours will be for the July 1, 2008 to June 30, 2009 time period.

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CRCS - FAQ #4

How long will the LEAs be required to retain documentation to support their CRCS?

LEAs must maintain documentation for a minimum of three years from the date the final CRCS is submitted. If the LEA is involved in a review/audit, documentation must be maintained until all outstanding audit issues are resolved. This may mean documentation must be maintained beyond the three-year minimum requirement.

